

Waukesha County Courthouse Complex

Meeting Room Reservation for Extension / 4-H

Extension Contact Person: Kelsey Henschen, khenschen@waukeshacounty.gov, 262-548-7782

Courthouse Main Doors Will Be Locked @ 9:00 pm on Tuesdays and the 2nd Wednesday of the month Only; Mondays, other Wednesdays, Thursdays and Fridays until 5:00 pm.

Meeting rooms are available for use by 4-H related non-profit organizations only during the hours that the county buildings are open. There is no access prior to the requested time and the room must be vacated by 8:45 pm (fifteen minutes before the county buildings close). Please allow time for setup and cleanup in addition to the program time. The act of completing this application does not guarantee the room for your organization. Please do not notify members of your group or consider the room booked until you have received written confirmation. Please notify Extension 24 hours in advance for cancellations.

Title of Meeting: _____

Meeting Requester Name: _____ **Phone:** _____

Meeting Requester Email: _____

Meeting Date: _____

Room Reservation Start Time: _____ **End Time:** _____ (by 8:45 pm)
(include setup and cleanup time)

Meeting Start Time: _____ **Meeting End Time:** _____

Estimated Attendance: _____ **Number of Tables:** _____ **Number of Chairs:** _____

Preferred Room: _____ **2nd Choice:** _____

The undersigned, on behalf of the above-named organization, hereby indicates that he/she read and agrees to comply with the policy and procedures governing the use of the county meeting rooms. The undersigned assumes all and exclusive responsibility for the preservation of order and the sole responsibility for any injury to persons, damage to county facilities or personal property, or loss of county or personal property that may result from this use. Waukesha County will not be responsible for any materials, equipment, or personal belongings left in the building. Groups utilizing the meeting rooms must comply with the provisions of the Americans with Disabilities Act which require that a meeting or materials at a meeting be provided in an accessible format in response to a request.

Date of Application

Signature of Applicant

FOR WAUKESHA COUNTY HR OFFICE USE ONLY

Approved: Yes: _____ No: _____ Room Assigned: _____ Notice Sent: _____

FOR EXTENSION 4-H OFFICE USE ONLY

Date Confirmed with Requester: _____ by ☐ PHONE ☐ EMAIL